



**CITY OF LODI
COUNCIL COMMUNICATION**

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AGENDA TITLE: Monthly Protocol Account Report

MEETING DATE: June 16, 2004

PREPARED BY: City Clerk

RECOMMENDED ACTION: None required, information only.

BACKGROUND INFORMATION: The City Council, at its meeting of July 19, 2000, adopted Resolution No. 2000-126 approving a policy relating to the City's "Protocol Account." As a part of this policy, it was directed that a monthly itemized report of the "Protocol Account" be provided to the City Council.

Attached please find the cumulative report through May 31, 2004.

FUNDING: None required.

A handwritten signature in cursive script, reading "Susan J. Blackston".

Susan J. Blackston
City Clerk

SJB/jmp

Attachment

APPROVED:

A handwritten signature in cursive script, reading "H. Dixon Flynn".

H. Dixon Flynn, City Manager

PROTOCOL ACCOUNT SUMMARY
Cumulative Report
July 1, 2003 through May 31, 2004

Date	Vendor	Description	Amount	Balance
				Starting Bal. \$18,000.
07-14-03	Baudeville	Envelopes, program paper, invitations, seals, for #400 8-21-03 Boards & Commissions Reception	292.79	
07-28-03	Carrot Top	#250 U.S. Flags – handouts for student tours	112.50	
07-29-03	Guiffra's	Linen rental for 7-26-03 CVW Auction Dinner	34.00	
08-05-03	Finance Dept.	60 grape stickers for young student tours	32.40	
08-07-03	Tuxedos of Lodi	Shirt, bow tie, cummerbund rentals x 6 (for 7-26-03 CVW Boy & Girls Club Dinner)	45.00	
08-07-03	Janet Hamilton reimbursement	Decorations (for 7-26-03 CVW Boy & Girls Club Dinner)	185.28	
08-18-03	Guiffra's Party Rentals	Linen rental (for 8-16-03 General Mills Boy & Girls Club Dinner)	43.48	
08-18-03	Tuxedos of Lodi	Shirt, bow tie, cummerbund rentals x 6 (for 8-16-03 General Mills Boy & Girls Club Dinner)	45.00	
08-21-03	Smart Foods	Flower decorations (for City Volunteer Reception 8-21-03)	49.53	
08-21-03	Longs	Candy (for City Volunteer Reception 8-21-03)	34.50	
08-21-03	Wine & Roses	Food, beverage, room charge (for City Volunteer Reception 8-21-03) Note: Deposit \$263.99 pd on 5-8-03	5,200.25	
10-28-03	Black Tie Gourmet	Catering services for 12-03 City Council Reorganization Reception	1,000.00	
11-12-03	Staples	Paper for #650 invitations to the 12-19 Employee Recognition Holiday Recept.	75.27	
11-17-03	Lasting Impressions	Outgoing Mayor Gift	70.58	
11-20-03	Lasting Impressions	2 community service awards and update of perpetual plaques	99.72	

12-17-03 City Council Meeting				Council decreased Protocol Acct. by \$3,000
12-19-03	Travis Café	Catering services for 12-19 Holiday Reception City Empl. Appreciation	1,090.97	
12-19-03	Rollin-in-Dough	31 dozen cookies delivered to off site facilities for Holiday City Empl. Appreciation	283.75	
02-07-04	Village Flowers	Jerald Kirsten – funeral standing spray	170.20	
02-21-04	Lodi Flower Shop	Ralph Hitchcock – funeral floral arrangement	98.05	
03-19-04	Carrot Top	#250 U.S. Flags	119.56	
03-23-04	Jo-Ann Fabrics	Ribbon for certificates	6.11	
03-26-04	Lodi Flower Shop	Evelyn Hitchcock – funeral floral arrangement	87.28	
03-31-04	Nelson Photo Supplies	#200 cardboard certificate folders	359.80	
03-31-04	Finance	#35 grape stickers	21.00	
05-01-04	Smart & Final	Candy, tablecloth & skirting for tables at 5/16 Celebration on Central Council Booth	40.50	
05-12-04	S-Mart Foods	Flag decorations for 5/16 Celebration on Central Council Booth	10.75	
			<i>Total Expenditures:</i> (9,608.27)	<i>Ending Bal.</i> \$5,391.73